

SUBMITTAL REQUIREMENTS

Site Plan Review

City of Saint Paul

APPLICATION FORM

An "Application for Site Plan Review" must be filled out.

FILING FEE

The fee is determined by the type and size of the project:

- Residential (1-4 units) \$110
- Residential (5 or more units), Commercial, Industrial, Institutional and all other uses
\$435 for sites less than 25,000 square feet of land and \$85 for each additional 25,000 square feet of land (This is based on the entire parcel for most new buildings and the construction limits for additions to existing buildings)

Checks should be made payable to "City of Saint Paul". Payment can also be made by credit card.

SITE PLAN

16 copies of the site plan must be submitted with the application. The plans must be drawn to scale and should be no larger than 15" x 24" (larger sheets should be reduced before submitting). The sheets should be folded to 8-1/2" x 11". Electronic versions of the plan (in PDF) should also be submitted if available. Plans must show the information listed below.

Existing Conditions

- Existing buildings, property lines, easements, parking lots and other paved areas, sidewalks, driveways, grading, trees, catch basins, utility poles, street lights, traffic signals, parking meters, pavement markings (traffic lanes, turn arrows etc.), surrounding fire hydrants, any fire department connections for sprinklers or stand pipes
- Survey of existing conditions.
- Legal description of the property.
- Location map

Site Layout

- Proposed buildings (with entrances indicated and all other openings, windows, vents, etc.), property lines, easements, parking lots (with parking stalls indicated), driveways, sidewalks and loading areas
- Dimensions and other appropriate labels
- The building footprint must be shown on a copy of the survey with dimensions for the building and setbacks. This is in addition to the site layout plan.
- Traffic and pedestrian control plans (if construction will block adjacent sidewalks and streets)

Grading, Drainage, Utilities and Erosion Control

- Existing and proposed grading shown with two foot contour intervals and spot elevations at critical points
- Catch basins with rim and invert elevations
- Sanitary and storm sewers with pipe size and materials labeled
- Ponding areas for storm water detention where required. Calculations for storm water management should be shown on the City worksheet. (See Stormwater management handout.)
- Water lines, fire hydrants, fire department connections for sprinklers or stand pipes
- Erosion control measures such as silt fences, inlet protection, rock construction entrance and street cleaning
- Storm water pollution control plan (for sites that disturb one acre or more)

Landscaping and other site improvements

- Existing significant vegetation by size and species (including trees in the boulevard)
- Proposed landscaping (trees, shrubs and ground cover) identified by size and species
- A planting list summarizing plant material used
- Details for planting new trees and protecting existing trees
- Fences and walls
- Site lighting
- Street lights, traffic signs and signals, parking meters
- Changes to street pavement markings (traffic lanes, turn arrows etc.)
- Signs

Building information

- Building elevations
- Height of building, type of construction, whether sprinklers are proposed
- Roof drainage

Submit to Tom Beach, Department of Safety and Inspections (DSI), 375 Jackson Street East, Suite 220, Saint Paul, MN 55101. Contact Tom Beach at 651-266-9086 or tom.beach@ci.stpaul.mn.us if you have questions.

This form and other information about site plan review are available at www.stpaul.gov/dsi.